

ADOPTED 2005 BUDGET

DEPT: DEPARTMENT OF PARKS AND PUBLIC INFRASTRUCTURE –
DIRECTOR'S OFFICE

UNIT NO. 5800
FUND: General - 0001

OPERATING AUTHORITY & PURPOSE

The Director's Office is charged with the general management of the Department of Parks and Public Infrastructure (DPPI).

The DPPI - Director's Office provides supportive services to the DPPI divisions through oversight, coordination and technical assistance.

The Department of Administrative Services (DAS) – Fiscal Affairs Division will continue to assign the services of one Fiscal Administrator (DPW) and one Fiscal and

Budget Manager (Highway) to DPPI. The DAS – Human Resources Division will continue to assign the services of one Human Resources Manager to DPPI. In addition, the DAS – Human Resources Division will provide the assistance of one Labor Relations Specialist and one Human Resource Analyst.

In 2004, Security Operations were transferred from DPPI - Facilities Management to DPPI - Director's Office.

BUDGET SUMMARY				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 505,357	\$ 453,946	\$ 1,945,951	\$ 1,492,005
Employee Fringe Benefits (EFB)	196,744	224,336	1,013,944	789,608
Services	10,983	31,700	33,659	1,959
Commodities	12,655	12,000	47,000	35,000
Other Charges	14	6,685	3,500	(3,185)
Capital Outlay	0	0	0	0
County Service Charges	530,411	579,056	468,193	(110,863)
Abatements	(815,131)	(940,040)	(1,005,192)	(65,152)
Total Expenditures	\$ 441,033	\$ 367,683	\$ 2,507,055	\$ 2,139,372
State & Federal Revenue	0	0	0	0
Other Direct Revenue	34,243	39,300	33,330	(5,970)
Total Direct Revenue	\$ 34,243	\$ 39,300	\$ 33,330	\$ (5,970)
Indirect Revenue	\$ 116,625	\$ 149,533	\$ 225,097	\$ 75,564
Direct Property Tax Levy	\$ 290,165	\$ 178,850	\$ 2,248,628	\$ 2,069,778

Note: The 2004 Adopted Budget created a new Department of Parks and Public Infrastructure (DPPI) by consolidating the services and administration of the previous Parks Department and the Department of Public Works. In March of 2004, a fund transfer was processed modifying the 2004 Adopted Budget that finalized the merger details by allocating funds between departments within the merger. DPPI departments were given direction to adjust 2005 expenditure, revenue, and tax levy targets based on the fund transfer modifications.

The Director's Office modified 2004 Budget is as follows: expenditures increased \$2,072,736 to \$2,440,419; revenues decreased \$60,000 to \$128,833; and tax levy increased \$2,132,736 to \$2,188,902.

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Central Service Allocation	\$ 29,068	\$ 42,143	\$ 37,308	\$ (4,835)
Courthouse Space Rental	1,444,444	139,916	132,118	(7,798)
Document Services	176	4,033	123	(3,910)
Tech Support & Infrastructure	34,218	35,252	39,390	4,138
Distribution Services	109	67	85	18
Telecommunications	0	0	0	0
Records Center	974	1,036	1,002	(34)
Radio	0	0	11,110	11,110
Personal Computer Charges	31,149	18,891	16,988	(1,903)
Applications Charges	22,451	26,180	30,079	3,899
Total Charges	\$ 1,562,589	\$ 267,518	\$ 268,203	\$ 685
Direct Property Tax Levy	\$ 290,165	\$ 178,850	\$ 2,248,628	\$ 2,069,778
Total Property Tax Levy	\$ 1,852,754	\$ 446,368	\$ 2,516,831	\$ 2,070,463

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

PERSONNEL SUMMARY				
	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFBs)	\$ 505,357	\$ 453,946	\$ 1,945,951	\$ 1,492,005
Employee Fringe Benefits (EFB)	\$ 196,744	\$ 224,336	\$ 1,013,944	\$ 789,608
Position Equivalent (Funded)*	8.9	7.1	54.5	47.4
% of Gross Wages Funded	100.0	100.0	95.9	(4.1)
Overtime (Dollars)**	\$ 2,508	\$ 2,508	\$ 2,508	\$ 0
Overtime (Equivalent to Positions)	0.0	0.0	0.0	0.0

* For 2003, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Assoc Dir DPW/T Adm	Create	1/1.0	Administration	\$ 106,098
Asst Dir Public Works/Dev	Create	1/1.0	Administration	82,832
			TOTAL	\$ 188,930

MISSION

The mission of the DPPI's Director's Office is to provide essential supportive services to DPPI Divisions through oversight, coordination and technical assistance.

DEPARTMENT DESCRIPTION

The DPPI – Director's Office is responsible for the management of the Department of Parks and Public Infrastructure

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administrative functions, including establishment and implementation of Department policies and procedures, personnel administration, accounting, safety and training, and general public information services. Human resources and budgeting functions will continue to be provided for the department through the Department of Administrative Services – Fiscal Affairs and Human Resources Divisions. The function of security operations is now the responsibility of this Division.

BUDGET HIGHLIGHTS

- Personal Services without fringe benefits increases \$1,492,005 from \$453,946 to \$1,945,951. Funded positions have increased 47.4 from 7.1 to 54.5. These increases are primarily due to security responsibilities being moved into the Director's Office from Facilities Management following the Department of Parks and Public Infrastructure merger.
- | | | |
|------------------|----------|-----------|
| \$106,098 | Create 1 | Assoc Dir |
| DPW/T Adm | | |
| <u>82,832</u> | Create 1 | Asst Dir |
| Public Works/Dev | | |
| \$188,930 | Total | |

The positions of Associate Director DPW/T Administration and Assistant Director of Public Works/Dev are funded in the 2005 Budget effectively rescinding the abolishment of these positions in the 2004 Budget. DPPI continues to determine staffing levels as a result of the 2004 merger. Therefore, these positions have been recreated to provide flexibility for the department.

- Towing revenue is decreased from \$39,000 to \$33,330 to more accurately reflect actual revenue projections. This is offset by \$2,500 for printing and stationary for tickets.
- \$1,500 is included as a membership fee in the Milwaukee County Engineering and Planning Careers Partnership (MCEPCP). This program is designed to bring talented minority students into meaningful contact with technical career tracks in the public and private sectors. Students will be recruited from area high schools to participate in paid summer internships during their high school years. Upon graduation from high school, they will be offered limited annual college scholarships if they agree to continue as summer interns during their college years, and to serve as a full-time employee with an MCEPCP partner after graduation.
- Indirect Revenue decreases by \$149,533 due to the discontinuation of the Director's Office involvement in the Home Owner's Protection Plan (HOPP). An amount of \$225,097 is included in revenue for security services at Children's Court. The net effect of these changes is an increase of \$75,564 of indirect revenue.
- The 2005 Budget reflects a zero wage increase for all represented, non-represented and Executive Compensation Plan (ECP) positions. In addition, ECP positions are not provided step increases or performance awards in 2005 as allowed in County Ordinance Section 17.265 (3).
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes,

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"No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation

when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."